

Agricultural Marketing Service
Office of the Deputy Administrator
for Marketing Program Operations
Cotton Division
Marketing Services Branch
Local Marketing Services Office
Agricultural Commodity Technician
GS-1981-7
Field Representative

SJ CN6

I. INTRODUCTION

This position is located in a local marketing service office of the Cotton Division. This office classes cotton; collects market news on cotton, cottonseed and cotton linters; serves cotton improvement groups; inspects cotton and cottonseed sampling of licensed samplers at gins, warehouses and oil mills; and maintains cooperative relations with the industry and others.

Incumbent serves as field representative.

II. DUTIES AND RESPONSIBILITIES

A. Inspection of Cotton Sampling

The incumbent works with county agents, cotton growers, ginnermen, warehousemen, cotton buyers, and others in explaining Cotton Division programs. Instructs and trains individuals drawing cotton samples at gins and warehouses. Regularly visits gins and warehouses to observe the practices in drawing cotton samples to be submitted for classification. Determines whether a representative sample has been drawn from each bale. Persuasion must be used occasionally in obtaining cooperation of sampling agents in sampling cotton to be classed for grower members of qualified cotton improvement groups. Incumbent discusses inadequacies of sampling with licensed ginnermen and warehousemen, emphasizing the importance of proper sampling, and demonstrates proper sampling procedures. Where questionable procedures are found or where spot checks of gins or warehouses are deemed advisable, draws additional samples from bales to appraise the performance of gin samplers and warehousemen. Takes these additional samples to the marketing services office where the classification is compared with the original classification and in some instances with the original samples as submitted by the sampling agent. When sampling irregularities are found, makes on-the-spot corrections of all except those of an unusually serious nature; these are referred to his supervisor with recommendations. On-the-spot corrections involve instructing the sampler, tactfully but firmly, to draw samples according to instructions issued by the Cotton Division. Incumbent also examines bales already sampled to determine if sampled properly. At gins equipped with mechanical samplers, incumbent checks time elapsed between segments to see that sampler is adjusted properly. A report is made on each

visit to a sampling agent. Also delivers cotton sample sacks and identification tags to samplers, and ensures that all sampling agents have adequate supplies.

B. Collects Market News Information

Collects, summarizes, and analyzes market information on price, volume, quality, and movement of cotton and cottonseed from producers, ginner, merchants, oil mill representatives, and others. Furnishes the data to home office for inclusion in market news reports. Maintains an updated record of gin equipment for each gin.

C. Oil Mill Inspection of Seed Sampling Procedure and Equipment

Incumbent visits licensed samplers at cottonseed oil mills to determine if they have the necessary cottonseed sampling equipment. Regularly inspects or observes the procedure used by the sampler in obtaining and preparing an official sample and duplicate sample from a load of cottonseed. If discrepancies exist in the method or manner in which such sample is obtained, recommendations for correcting such irregularities are made to the supervisor and the oil mill manager. Confers with managers of oil mills on other matters relating to regulations covering the cottonseed grading program.

III. JOB CONTROLS

A. Responsibility for the Work of Others

Incumbent may be assigned to assist with training, supervision, and review of the work of lower grade personnel serving as field representatives of the Cotton Division.

B. Supervision and Guidance Received

Incumbent is under the direct supervision of the Area Director. The nature of the work is such that detailed instructions are not necessary or practical except in carrying out specific projects of the Division. Written instructions and procedures are received from the Field Director or Washington Office. Although all field work and trips are discussed with the Area Director, the employee has considerable latitude as to how to accomplish assignments and results. Much of the work is done in travel status without availability of immediate supervision. This requires considerable latitude of independent judgment in making on-the-spot solutions to varying

problems in line with established policies and procedures. Work is reviewed by the Area Director and sometimes by the Field Director for conformance to Division policy.

IV. OTHER

Incumbent represents the marketing services office in connection with Cotton Division programs concerning cotton growers, ginner, sampling agents, agricultural leaders and others. Incumbent must have acquired a knowledge of complicated field procedures and techniques and of Cotton Division programs. Part of work involves explanations of the various programs and the securing of information for Cotton Division projects and activities.

From his travel, incumbent provides office with information on rate of harvest and backlog at gins and warehouses, which is very beneficial to workload planning in office. Also reports general satisfaction or dissatisfaction of growers that may require special attention.

Assists with investigations of complaints of classification and of alleged violations in connection with various Acts covering Division work.

Weekly reports are prepared summarizing activities and conditions relating to Cotton Division programs carried out during the week.